



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1650.26B
N27
17 November 2004

OPNAV INSTRUCTION 1650.26B

From: Chief of Naval Operations

Subj: NAVAL INTELLIGENCE AWARDS PROGRAMS

Encl: (1) Junior Officer of the Year Sample Package
(2) Intelligence Specialist of the Year Sample Package
(3) Naval Intelligence Foundation Award for Leadership
(4) Vice Admiral Rufus L. Taylor Award for Leadership
(5) Vice Admiral Rufus L. Taylor Award for Excellence in Instruction
(6) Edwin T. Layton Award for Leadership and Mentorship
(7) Captain Frank P. Notz Leadership Award

1. Purpose. Promulgate in one instruction all of the Naval Intelligence Community Awards, and the associated criteria for each award.

2. Cancellation. OPNAVINST 1650.26A

3. Discussion. While Naval Intelligence personnel are eligible for many Navy-wide awards, several awards have been established to specifically recognize the outstanding leadership and performance of active duty Naval Intelligence professionals throughout the community. Enclosures (1) through (7) contain specific guidance and criteria; individuals are encouraged to submit their nominations early and to plan accordingly.

4. Guidance. CNO N27 has provided templates for the award submissions and commands are encouraged to utilize the formats, especially the award citations and documentation. To facilitate planning, the award timelines are as follows:

Award	Timeframe	Due Date
Junior Officer of the Year	1 Sep to 31 Aug	15 Sep
Intelligence Specialist of the Year	1 Jan to 31 Dec	1 Feb
Naval Intelligence Foundation Award	1 Jan to 31 Dec	Dec/Jan
VADM Rufus L Taylor Award for Leadership	1 Mar to 28 Feb	1 Apr
VADM Rufus L Taylor Award for Excellence in Instruction	1 Jan to 31 Dec	25 Feb
CAPT Frank Notz Award for Leadership	1 Jul to 31 May	1 Jun
Edwin T Layton Award for Leadership and Mentorship	Continuous	Mar/Sep

5. Address for submitting all Award nominations and final packages is:

Department of the Navy
Chief of Naval Operations (N131I)
2 Navy Annex (Rm. 3617)
Washington, D.C. 20370-5000
Phone: (703) 614-4918, DSN: 224-4918
Fax: DSN 224-2198; COMM (703) 614-2198
CNON2.Awards@navy.mil

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6. Coordination: The program coordinator for all Naval Intelligence Awards is the Naval Intelligence Community Manager (CNO/N27), Comm: (703) 693-2823, DSN: 223-2823.

R. B. PORTERFIELD
Director of Naval Intelligence

Distribution:
Electronic only, via Navy Directive Website
[Http://neds.daps.dla.mil/](http://neds.daps.dla.mil/)

Junior Officer of the Year (JOY): The Director of Naval Intelligence established the Intelligence Junior Officer of the Year (JOY) Award in 1990 to promote high morale and recognize professional excellence in the Naval Intelligence Community. This program recognizes junior officers for their leadership, performance, special accomplishments, and overall contribution to command efficiency, morale and welfare while afloat or ashore. One junior officer serving in a sea duty capacity and one junior officer serving in a shore-based capacity will be selected.

a. **Eligibility**: Active duty 163X/645X officers in paygrades 01-03 who demonstrate sustained superior performance, outstanding leadership ability, initiative, cooperation and adaptability, outstanding military bearing, and exemplary military and professional conduct. One award will be presented for each of the following groups:

(1) AFLOAT: Officers assigned to navy ships, squadrons, and afloat staff.

(2) ASHORE. Officers assigned shore activities, and all joint activities (e.g. Combatant Commander's Joint Intelligence Centers, ONI, NGA, DIA, JCS, etc)

b. **Submission Requirements**: Nomination packages will include:

- (1) Name/Rank/SSN
- (2) Date of Birth/Place of Birth
- (3) Date of Commission/Promotion History
- (4) Active Duty Assignments (Inclusive Dates)
- (5) Military Awards (Personal, Service, Campaign)
- (6) Educational Background
- (7) Command Letter of Endorsement
- (8) Significant Accomplishments in the Past Year (bullet format)
- (9) Short Biography
- (10) Completed OPNAV 1650/3 Form, block 24 signed by parent command
- (11) Draft NCM Citation: When writing the award citation, please ensure you comply with the Navy Commendation (NCM) format (8 total lines of text only). The template for the NCM can be found on the N27 NKO web site: www.nko.navy.mil

c. **Special Instructions**: CNO N27 will provide the precept and guidance to commands boarding the AFLOAT and ASHORE candidates. COMFLTFORCOM N2 will convene a board to select one Junior officer of the Year for Afloat Category and email their nomination to N27. Office of Naval Intelligence will convene a board to select one Junior officer of the Year for the Ashore Category email their nomination packages to N27. N27 will make final recommendation to the DNI. Funding data for TAD orders will be provided by N27 so awardees can attend the Fall DNI conference and the Naval Intelligence Officers' Dining-In (contact N27 for travel information).

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d. Timeline: Period of eligibility is 1 September to 1 September (i.e., if the suspense date is 15 September 2004, the period of eligibility is 1 September 2003 to 1 September 2004). Packages must arrive at CNO N27 NLT 15 September.

e. Recognition: The Director of Naval Intelligence (DNI) will Announce the JOY awardees by message. The DNI will present each Intelligence Junior Officer of the Year with a Navy Commendation Medal during the Fall DNI Conference (a photograph will be made available to each finalist). Awardees will also receive a NIP membership, and have their photograph taken and name engraved on a set of plaques, which will be displayed at the National Maritime Intelligence Center, Navy and Marine Corps Intelligence Training Center; and the Fleet Intelligence Training Center, Pacific.

Intelligence Specialist of the Year (ISOY): The Director of Naval Intelligence established the Intelligence Specialist of the Year (ISOY) Award in 1990 to promote high morale and recognize professional excellence in the Naval Intelligence Community. This program recognizes Intelligence Specialists for their leadership, performance, special accomplishments, and overall contribution to command efficiency, morale and welfare.

a. **Eligibility:** Junior ISOY: active duty Intelligence Specialists in pay grades E-1 to E-4 are eligible. E-4's who take the advancement exam in September and are advanced to E-5 in December are still eligible for the award in this category. Senior ISOY: active duty Intelligence Specialists in pay grades E-5 to E-6 are eligible. Select candidates in each of the below groups who demonstrate sustained superior performance, technical expertise, outstanding military bearing, and special contributions in intelligence related activities.

(1) AFLOAT: Junior and Senior Intelligence Specialists assigned to navy ships, squadrons, and afloat staffs. (TYPE 2/4 Duty)

(2) ASHORE. Junior and Senior Intelligence Specialists assigned shore activities, and all joint activities (e.g. Combatant Commander's Joint Intelligence Centers, ONI, NSA, DIA, JCS, etc). (TYPE 1/3/6 Duty)

b. **Submission Requirements:** Nomination packages will include:

- (1) Name/Rank/SSN
- (2) Date of Birth/Place of Birth
- (3) Date of Enlistment
- (4) Command Letter of Endorsement
- (5) Significant Accomplishments in the Past Year (Bullet format)
- (6) Completed OPNAV 1650/3 Form, block 24 signed by parent command
- (7) Draft NCM Citation: When writing the award citation, please ensure you comply with the Navy Commendation (NCM) format (8 total lines of text only). The template for the NCM can be found on the N27 NKO web site: www.nko.navy.mil

c. **Special Instructions:** CNO N27 will provide the precept and guidance to commands boarding the AFLOAT and ASHORE candidates. COMFLTFORCOM N2 will convene a board to select one Junior and Senior Intelligence Specialist of the Year for the Afloat Category and email their nomination to N27. Office of Naval Intelligence will convene a board to select one Junior and Senior Intelligence Specialist of the Year for the Ashore Category and email their nomination packages to N27. The ISOY program is independent of the Chief of Naval Operation's Sailor of the Year Program, for which Intelligence Specialists in pay grades E-5 and E-6 remain eligible.

d. **Timeline:** Period of eligibility is 1 January to 31 December of the calendar year preceeding the award (i.e., if the submission suspense is 15 March 2004, the period of eligibility is 01 January 2003 to 31 December 2003). Packages must arrive at N27 NLT 31 March of each year.

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e. Recognition: The Director of Naval Intelligence (DNI) will announce the ISOY awardees by message. The DNI will present each Intelligence Specialists of the Year with a Navy Commendation Medal. Awardees will also receive a one year membership in the Naval Intelligence Professionals (NIP) organization and a Savings Bond from the Naval Intelligence Foundation. A photo with an engraved name plate will be displayed on a set of plaques, located at the National Maritime Intelligence Center, Navy and Marine Corps Intelligence Training Center, and the Fleet Intelligence Training Center, Pacific.

Naval Intelligence Foundation Award: The Navy League established the Naval Intelligence Foundation Award in 2000 for Intelligence Officers who demonstrate leadership and excellence in operational support to the Fleet.

a. Eligibility: Active Duty Naval Intelligence Officers (163X/645X) in the paygrades 04/05.

b. Submission Requirements: Submit nomination packages (original and six copies) in accordance with SECNAV Instruction 1650.34C to the Navy League of the United States (NLUS). Late submissions will not be considered. Each nomination package (original and copy) shall contain:

(1) Cover letter, to include:

- (a) Nominees full name, rank/rate, and SSN in the upper right hand corner
- (b) Current Duty Station
- (c) Home of Record
- (d) Length of Service
- (e) Point of Contact: Commercial/DSN Phone Number and e-mail address

(2) Nomination Achievement/Justification - may be in paragraph or bulletized format.

(3) Proposed Citation - should be in standard paragraph form to be read aloud at an awards ceremony.

c. Special Instructions: Include one package for each person nominated. Only original packages will be presented to the board for consideration. Plan for delays when mailing your package. Recommend backing up your nomination(s) with a separate cover fax to best ensure receipt at NLUS. Once NLUS has received the packages, they will forward them to N27, who will convene a board and forward a recommendation to the DNI. The DNI will approve the final selection. Nomination packages should be mailed to:

Awards Board
Navy League of the United States
2300 Clarendon Blvd., Suite 705
Arlington, VA 22201-3308

d. Timeline: Nomination packages are submitted to the Navy League of the United States (NLUS) in December/January of each year (exact submission suspense to be promulgated each year by message).

e. Recognition: The Award is presented at the Annual Navy League National Convention, held at various locations throughout the United States. For award winners able to travel, funding for TAD orders will be provided by N27 (contact N27 for travel information).

Vice Admiral Rufus L. Taylor Award for Leadership: The National Military Intelligence Association (NMIA) established the Vice Admiral Rufus L. Taylor Award for leadership in 1985 to a deserving officer, enlisted, or civilian person who exemplifies excellence and exceptional dedication to duty within the Naval Intelligence Community.

a. Eligibility: Active Duty Naval Intelligence Officer (163X/645X), Intelligence Specialist or civilian professionals.

b. Submission Requirements: Nomination packages will include:

- (1) Significant contributions (Bulletized Format)
- (2) Short Biography
- (3) Draft Citation
- (4) Commanding Officer Letter of Endorsement

c. Special Instructions: This award recognizes individuals more senior (ie completed Commander Sea Duty, Leading Chief Petty Officer Afloat, or post command). Nominations from Joint Commands will be forwarded to Theater Naval Component N2's. COMLANTFLT/COMPACFLT N2's will consider nominations from deployed units. COMPACFLT N2 will consider nominations from FITCPAC. COMLANTFLT/COMPACFLT N2's and Theater Naval Component N2's will each convene a board and forward one nominee to N27. For Washington DC and Non-Geographic Commands without Theater Naval Component N2's, forward packages directly to N27.

d. Timeline: Period of eligibility is from 01 March to 28 February (exact suspense date to be promulgated each year by message) with nomination packages arriving at N27 NLT 01 April of each year.

e. Recognition: The VADM Taylor awardee(s) will be recognized at the annual NMIA awards banquet, which is held each spring in Washington D.C. The banquet provides a public forum in which U.S. military intelligence professionals are recognized for the vital mission they perform. More information on the banquet will be provided in the announcement message.

Vice Admiral Rufus L. Taylor Award for Excellence in Instruction: The Naval Intelligence Foundation (NIF) established the Vice Admiral Rufus L. Taylor Award for Excellence in Instruction.

a. Eligibility: USN or USMC military member serving as an instructor, faculty or staff member at the Navy & Marine Corps Intelligence Training Center (NMITC) and the Fleet Intelligence Training Center, Pacific (FITCPAC).

b. Criteria: Excellence in naval instruction will be the basis for selection. Effective instruction depends on the time-honored principles which Vice Admiral Taylor exemplified throughout his career: a desire for professional knowledge, intellectual curiosity, initiative, ability to command respect and motivate others, enthusiasm and devotion to duty, effective communication skills and poise, and personal and intellectual integrity. Nomination packages will include:

- (1) Nominee's name
- (2) Position description
- (3) A short biography and narrative (no more than one page) describing nominee's contribution to naval intelligence training as an instructor, faculty or staff member.

c. Special Instructions: NMITC and FITCPAC will conduct internal boards to choose one winner per schoolhouse.

d. Timeline: Period of eligibility is 01 January to 31 December. Nominations for this award (one per schoolhouse) are to be forwarded via hardcopy and SOFTCOPY email to N27 NLT 25 February of each year. N27 will forward the nomination packages to the NIF by 01 March.

e. Recognition: Members of the Naval Intelligence Foundation will travel to NMITC and FITCPAC to present the Instructor Awards. Award winners will receive a commemorative wall plaque and a lifetime membership to the Naval Intelligence Professionals. N27 will coordinate with NMITC, FITCPAC and the Naval Intelligence Foundation for award presentations.

Captain Frank P. Notz Leadership Award: The Director of Naval Intelligence revised the Captain Frank P. Notz Leadership Award in 2002 to recognize Naval Intelligence officers assigned as students to Naval Postgraduate School, whose leadership and academic accomplishment embodies the professional and leadership qualities of Captain Frank P. Notz.

a. Eligibility: All active-duty naval intelligence officers assigned (as students) to the Naval Postgraduate School (NPS), Monterey, California.

b. Criteria: Nominees must meet the following criteria:

(1) Have a cumulative GPA of 3.4 or higher with a minimum of four quarters of study.

(2) Complete a thesis. The thesis will be judged on:

- (a) Excellence of the written word
- (b) Excellence in academic analysis and research
- (c) Contribution to the understanding and advancement of Naval Intelligence

(2) Have the recommendation of his/her peers, and be an active participant in Intelligence Community activities.

c. Special Instructions: The Department Chair, and the NPS Intelligence Program Coordinator (IPC - senior 1630) will select the student whose overall performance best exemplifies the qualities of leadership and professional excellence that Captain Frank P. Notz embodied. The IPC will then forward nominations for this award to the Director of Naval Intelligence, via the Intelligence Community Management Office (N27).

d. Timeline: Selection of this prestigious award will take place in June of each year.

e. Recognition: The Naval Postgraduate School will recognize the winner by inscribing his or her name on the Captain Frank P. Notz Annual Leadership Trophy. The winner will also receive an engraved plaque, and a letter signed by the DNI.

Edwin T. Layton Leadership Award: The Director of Naval Intelligence, with the assistance of the Naval Intelligence Professionals (NIP), established the Edwin T. Layton Leadership Award in 2001 to recognize outstanding leadership and mentorship in the furtherance of Naval Intelligence performance.

a. Eligibility: All active duty Naval Intelligence Officers (163X/645X) in the paygrades 04-05, Intelligence Chief Warrant Officers (745X) in the paygrades W3-W4, and Intelligence Specialists in the paygrades E6-E7. In rare cases, exceptions to the grade criteria will be considered.

b. Criteria: Seniors, juniors, or peers may nominate individuals for the Edwin T. Layton Leadership Award. Each person nominated must exemplify the leadership qualities of honor, courage and commitment and be exceptionally dedicated to ensuring the professional and personal well-being and development of their people. Award winners should be clearly recognized as leadership role models for the community. Nominees will not compete against other nominees; rather, they will be evaluated based on how well they embody the qualities of leadership and mentorship the award seeks to recognize. There is no set number of awards to be given each year. It is the responsibility of the reporting seniors and the awards board to ensure the quality of accomplishments of the awardees is significantly above what is normally expected and truly worthy of the special recognition conveyed by this award. Nomination packages will include:

- (1) Nominees: Name, Rank/Rate, SSN, and PRD
- (2) Reporting Senior's: Name, Phone Number, and Mailing Address
- (3) Address for the Nominee's Gaining Command if Transferring within two Months after the Selection Board Convenes
- (4) One Page Narrative Justification highlighting qualities and accomplishments consistent with the criteria above.
- (5) Copies of the Nominee's Three Previous Fitness Reports/Evaluations

c. Special Instructions: Nomination packages must be forwarded by the nominee's current command. The Intelligence Community Manager (CNO-N27) will preside as President over the semi-annual selection board. Board membership will include both officers and enlisted. Board recommendations will be forwarded to the DNI for final approval.

d. Timeline: Nomination packages may be submitted at any time throughout the year, but will be reviewed semi-annually at a board that convenes on the second Wednesday in September and March.

f. Recognition: Recipients of the Award will be recognized with a medal and a certificate of accomplishment, signed by the DNI and the President of the NIP. The certificate and medal will be forwarded to the awardee's reporting senior for formal presentation at the local command. Awardees are not authorized to wear the medal when in uniform.